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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training  
 VIA : Chief, Plans and Policy Staff  
 FROM : Chief, Language and External Training School

DATE: 10 March 1954

SUBJECT: Weekly Activities Report #10  
 2 - 8 March 1954

A. SIGNIFICANT ITEMS

Current enrollment in the internal language training programs include 231 people in 34 classes and 93 people enrolled in self-study programs in 16 languages. The language laboratory was used 744 hours during the past week. This is an increase of 123 hours over the previous week. This is believed to be the highest number of hours ever spent in any given week in the language laboratory.

B. OTHER ACTIVITIES

1. Following three weekly oral reports to each Training Liaison Officer on participation of students in internal language classes, this week an informal written report on each student's performance to date has been sent to each TLO and to area division Training Officers. The weekly written report will be continued providing the time required can be found. These reports will assist offices in planning use of person where language proficiency is a determining factor. They also will permit offices to see where students may need special consideration from supervisors in providing ample opportunity for the student to attain the objective desired by his office.
2. NSA has informed us of a course in Russian beginning 14 March and a course in Hungarian beginning 21 March. So far, no applicants.
3. At request of FDD for a course in Tibetan for 4-6 students, informal preliminary determination of Georgetown's capability and interest was made. Course could have been arranged for about two hours a day for one year. When faced with this offer, FDD felt it could not allow people so much time.
4. Special course at SAIS in Danish for WE has run into difficulties due to students' seeming inability to attend at any out-of-hours time except Saturday. An effort now is being made with [ ] and WE to develop a program that is satisfactory to this School and a schedule that is acceptable to the three students.

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 IN CLASS/ [ ] CLASS CHANGED TO: [ ] RET. JUST. 22  
 NEXT REV DATE 09 REV DATE 20 DEC 71 REVIEWER [ ] TYPED DOC. 02  
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5. [ ] reviewed an FE letter to Mr. [ ] at Michigan, informing him that his official training will be terminated in June 1955. Mr. [ ] currently is participating in the two year Japanese Area Specialists Program.
6. The Advanced Language Seminar in Arabic has been suspended due to an inadequate number of participants. This seminar has been most ably conducted by Mr. [ ] of FDD.
7. Mr. [ ] ORR has indicated that it has taken favorable action on our suggestion that it consider assignment of Mr. [ ] to overseas training in Chinese. Our suggestion was based on [ ] outstanding performance in part-time training, indicating that he has the capability of developing into a competent language officer.
8. [ ] completed arrangements with the Security Policy Staff, Office of the Chief of Naval Operations, CIA Security Office, and FE for Agency assistance in Navy's briefing of the Chief, General Affairs Division, Japanese Public Security Investigation Agency. Briefing is on Monday, 14 March.
9. A survey is being made of all Agency components to determine how many people would like to attend a lecture-discussion series on The Formulation and Development of Foreign Policy at the Foreign Service Institute. This series will include 14 sessions, twice a week, two hours a day, for seven weeks. This series is designed to cover both the procedural aspects in the formulation of U.S. foreign policy and also the current problems of its conduct in the four geographic areas of the world. Speakers will include leading authorities from the Department of State's Policy Planning Staff and Geographic Areas, the White House staff, the National War College and other Government Agencies concerned with foreign policy.
10. An announcement on advanced management training courses was prepared and distributed to the DDI, DDS, DDP and all Training Liaison Officers. The courses listed are intensive, full-time courses on many university campuses for senior executives. There are no Agency quotas in any of these courses and all applicants sponsored by OTR compete with other applicants from industry, commerce, Government and the Armed Services. Institutions listed in the announcement included Harvard, Stanford, University of Pittsburgh, Columbia, Cornell, Indiana, University of Washington and Northwestern.

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11. Arrangements have been made for one person from ORR to attend the Petroleum Indoctrination Course in Texas. The course is conducted by the Texas Oil Company and is concerned with storing and shipping petroleum, but not quality control or any of the engineering aspects of production and distribution. Class will commence on 18 April and will last one week.
12. The announcement for the Strategic Intelligence School beginning 9 May has been sent to Training Liaison Officers. Applications are due in the Office of Training by 8 April. Applicants may apply for either the six week or 12 week course. A selection panel will be organized after receipt of applications.
13. This School took the initiative to determine whether or not invitations for Agency employees (especially OSI) could be acquired for a special public atomic energy demonstration scheduled for about 15 April. It was learned that several invitations had been sent directly to OSI; so the inquiry was dropped. Mr. Amory, and possibly Mr. Dulles, will attend also.
14. The School has prepared the first draft of a chart on time requirements, and program, for development of an area-and-language specialist. This is designed as a companion to the chart entitled "Time Requirements for Foreign Language Achievement."
15. Report of Area, Language and External Training for first half of FY 1955 has been completed, and appropriate portions have been distributed to all deputy directors and major components. Mrs. [ ] deserves exceptional credit for completion of this arduous and painstaking task. 25X1
16. [ ] provided comments to [ ] on the draft of a DCI notice on the foreign travel and familiarization program. 25X1
17. [ ] discussed with Dean Thayer the SAIS plan for summer program on Southeast Asia. 25X1
18. [ ]

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19. Twenty-four external training applications were approved during the past week for courses at the Middle East Institute, Capitol Radio and Engineering Institute, Department of Agriculture and the Foreign Service Institute.
20. The School has recommended that FE's two full-time students in Indonesian be allowed to continue training through July and August to permit them to take the graduate courses on Southeast Asia at SAIS. The students are doing well, and it would be too bad for them to miss this rather unique opportunity.
21.  discussed language training evaluations.

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